

S E C R E T

Sent All
Div-StaffDA 88-1618
22 July 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 29 July 1988

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4. The Office of Personnel reports that there has been a steady interest in the use of the Maternity-Paternity Leave-Sharing (15 requests) and the Voluntary Leave Transfer (11 requests) programs since their inception in May 1988.

5. The Office of Training and Education reports that 39 Agency employees have enrolled in full-time academic training this fall.

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✓7. On 20 July OL received the final blueprints, specifications, and cost estimate for the Child Day Care Center from Science Applications International Corporation. OL will assume responsibility for construction, requesting construction bids, and awarding a contract no later than 15 September.

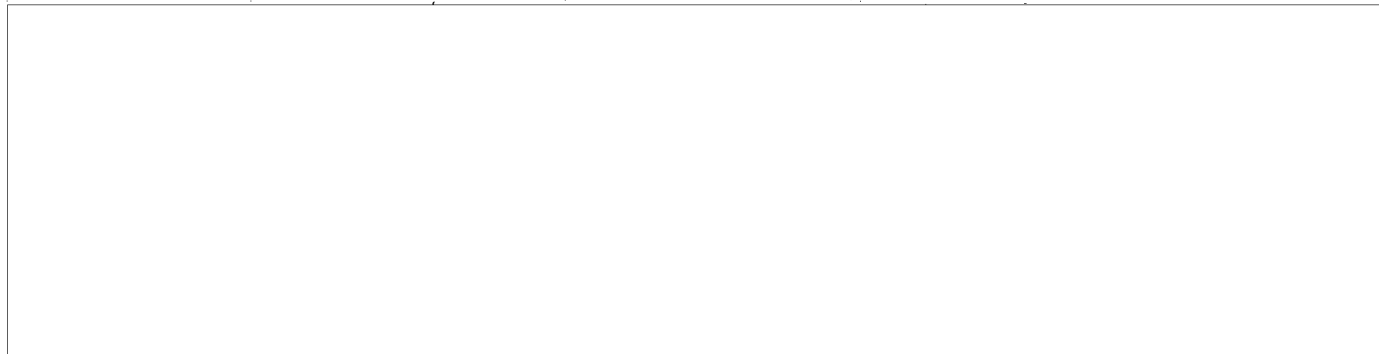
✓8. OL received a new Intergraph Computer Graphics System capable of generating precision drawings of architectural projects. It will contain floor plans of all overt Agency facilities and provide the capability of making daily updates to floor plans of ongoing projects.

9. An Office of Information Technology (OIT) officer briefed National Intelligence Council members and several senior Directorate of Intelligence managers on the review and release of documents under the Freedom of Information Act. The presentation emphasized the cumulative effect of individual releases and foreign relations issues.

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R. M. Huffstutler

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